

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

June 1, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**GROUNDS MAINTENANCE AGREEMENT  
WITH THE CITY OF MONTEBELLO  
(FIRST DISTRICT) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chairman to sign a five-year agreement for grounds maintenance services with the City of Montebello for the Montebello and Chet Holifield Libraries, for a total cost of \$61,548 to be effective July 1, 2004 through June 30, 2009.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Los Angeles County Charter, Section 56-1/4 authorizes the Board of Supervisors to contract with a city to perform duties and functions for the County. The City of Montebello has been providing grounds maintenance services for the Montebello Library at, 1550 West Beverly Boulevard and Chet Holifield Library located at, 1060 South Greenwood Avenue, Montebello, CA since 1984. The County is satisfied with the services currently provided and wishes to continue the relationship with the City. The existing Agreement expires June 30, 2004. The County benefits from the services provided by the City and recommends approval of the proposed agreement to continue these services.

**Implementation of Strategic Plan Goals**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

Under the terms of the proposed Agreement, the City will provide grounds maintenance services for the Libraries at a total cost of \$61,548 over a term of five (5) years. Extra repairs required due to vandalism, equipment replacement needed from wear and tear, or re-landscaping of the property, will be billed at additional cost based on time and materials.

The annual service period under the new agreement will be July 1 through June 30, and the City will invoice the County on a Fiscal Year basis. In the event the City is prevented from performing the grounds maintenance services for the Library, the City shall return to the County the pro-rata portion of any annual payment prepaid by the County.

Either party shall have the right to cancel this Agreement at any time upon giving 30 days' prior written notice. In the event of such cancellation, the City shall return to the County the pro-rata portion of each annual payment prepaid by County.

The contract rate is comparable to outside private contractors based on the Public Library's experience in this area. The cost for this Agreement will be paid from existing funds included in the Department's operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This Agreement is authorized under the provisions of Section 56-1/4 of the Charter of the County of Los Angeles and Title 1, Division 7, Chapter 5, (Sections 6500 et seq.) of the Government Code.

The Agreement was reviewed and approved by County Counsel.

The standard County contract provisions for services from the private sector are not applicable to a contract for services provided by a City.

### **CONTRACTING PROCESS**

Since this is an intergovernmental agreement, no competitive procurement is required.

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**IMPACT ON CURRENT SERVICES**

Approval of this agreement will assure continuation of current grounds maintenance services by the City, without interruption.

**CONCLUSION**

The grounds maintenance services provided under the recommended agreement are essential to Public Library operations at the Montebello and Chet Holifield Libraries.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the first name "Margaret" being the most prominent.

Margaret Donnellan Todd  
County Librarian

MDT:DF:RG:TVF:jm

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Attachment

c: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller